

## **Grants Specialist**

*Global Village Project, Inc.*

*In 2014, The Nobel Peace Prize went to Malala Yousafzai, who was only 17 at the time, for her tireless advocacy to ensure that girls have the opportunity to be educated. It is the goal of Global Village Project (GVP) to make this educational vision for changing the world a reality for young women who have survived the war-torn journey from their countries to Atlanta, Georgia.*

*Almost 10 years ago, GVP launched an innovative high school preparatory program for refugee teenage girls with interrupted schooling. The school's mission is to develop a strong educational foundation for each student within a caring community, using a strengths-based approach and intensive instruction in English language, literacy, academic subjects and the arts. Located in Decatur, Georgia, in space donated by the Decatur Presbyterian Church, the school's full day academic program serves 40-50 students, ages 11 – 19. Students pay no tuition, and transportation and lunch are provided free of charge. With more than 60% of Georgia's English learners dropping out of school, we are proud to see that 96% of GVP alumnae who complete the three-year program are successfully moving through high school and college.*

### **About the position:**

The **Grants Specialist** is a part-time, 20 hour/week position that will conduct a range of activities required to prepare, submit and manage grant proposals and reports in order to maintain and expand our grant portfolio. Reporting to the Director of Development, the Grants Specialist will be an active and integrated member of our small-shop Development team, but will also collaborate with the Academic Program team to draft compelling narratives around program and general operating funding proposals, gather impact data, and ensure program budgets and reports are completed accurately and on-time.

### **Responsibilities:**

- Work with the Director of Development to create an annual fundraising strategy that is tied to specific fundraising goals for grants, and to the development of a stewardship strategy for institutional funders.
- Proactively generate grant funding opportunities based on research, funder cultivation, and the development of funder relationships in coordination with the Director of Development and the Head of School.
- Create and maintain a detailed and up-to-date grant tracking system and grant submission calendar in Salesforce CRM, as well as all grant-related electronic records.
- Develop, draft and finalize high-quality LOIs and grant applications for submission ahead of deadlines.
- Track grant requirements, prepare grant reports, and help ensure good stewardship of funders.

- Other duties as required.

**Qualifications:**

- Passion for empowering and educating diverse young women who have faced enormous barriers to their education.
- College degree or the equivalent in experience.
- 3-5 years of experience in grant research and writing, with demonstrated writing and communications skills.
- Demonstrated excellence at maintaining a high-level of organization and meeting deadlines.
- Experience using Salesforce CRM or other donor management system, with background in utilizing a CRM to track a grants calendar.
- Proficiency in Microsoft Office Suite and Google Suite.
- Excitement about working in a small but mighty development team, collaborating closely with one another and other staff to achieve GVP's sustainability goals.
- Self-motivated and proactive commitment to constant learning and improvement, both as an individual and as a staff team as a whole.
- Sensitivity to multilingual, multicultural communities and a personal commitment to collaboration that prioritizes and incorporates diversity, equity, and inclusion.
- Willingness to embrace an organizational culture that values transparency, open and constructive communication, and collaboration.
- Fluency in written and spoken English.

**Job Type:** Part-time, 20 hours/week with limited flexibility based on the flow of the annual submission calendar

Salary range is \$30,000-\$35,000, commensurate with experience. GVP provides the opportunity to work within a vibrant community dedicated to teaching and learning, research, and social service. We are located in downtown Decatur, across the street from the Decatur MARTA station. The position requires a criminal background check.

*GVP is an equal opportunity employer and does not discriminate on the basis of race, ethnicity, age, religion, social class, marital status, national origin, disability, gender, gender identity, or sexual orientation.*

Job opportunity closes when the position is filled. Please submit a cover letter and resume to: [jobs@globalvillageproject.org](mailto:jobs@globalvillageproject.org).

To learn more about our organization, please visit [www.globalvillageproject.org](http://www.globalvillageproject.org)